

Part B, Chapter 4

Industry and Occupation Data

Topic		See Page
4.A	Introduction	B4-3
4.B	Class of Worker	B4-4
4.C	Industry	B4-4
4.D	Occupation	B4-5
4.E	Dependent Collection of Industry and Occupation Data	B4-6
4.F	Industry and Occupation Feedback	B4-7
4.G	Collection of Industry and Occupation for Second Job	B4-7

PART B, CHAPTER 4

INDUSTRY AND OCCUPATION DATA

4.A INTRODUCTION

The purpose of this chapter is to define the concepts related to the collection of industry and occupation (I&O) data. The chapter first addresses what we mean by a person's "class of worker." The next section (4.C) explains what type of industry information is needed and what the different types of industries are in the CPS. Section 4.D discusses occupation and the type of information you need to collect to determine it. Then section 4.E defines dependent interviewing. Section 4.F discusses the I&O feedback from Jeffersonville coders. The final section 4.G contains information about collecting I&O for a second job. Part C, Chapter 4 contains additional information on collecting industry and occupation data and reviews individual I&O questions.

You will obtain information from all employed persons about the businesses and industries in which they work and about the type of work they do. You will also collect this information on the last job held from unemployed persons and a portion of those not in the labor force. The information you collect is an important part of labor force data. It enables researchers to analyze occupational and industrial shifts in the employment patterns of major population groups (e.g., the movement of women out of the more "traditional" clerical and service occupations into professional jobs). In addition, the industry and occupation data are important in explaining differences in earnings and income among major population groups.

Years of experience have taught us that some businesses and jobs are extremely difficult to describe adequately. Without complete and accurate information, Industry and Occupation coders who convert these descriptions into 4-digit industry and occupation codes will not be able to do their jobs. Consequently, many users of these data will not have reliable statistics to analyze the economy and plan for growth and change. So you must be able to probe when you suspect that a respondent's answer is inadequate, in order to obtain complete and accurate I&O information.

Depending on the person's current employment situation, you may be obtaining information on:

- his/her current job,
- his/her previous job, or
- the job from which (s)he is on layoff.

In all cases, the goal is to collect complete and accurate industry and occupation information.

In a sample unit's first and fifth interview, you ask for complete industry and occupation information. After the first and fifth interview, industry and occupation information is collected using dependent interviewing as long as the RIP respondent allows you to verify their information with anyone in the household or you are speaking to the RIP respondent. In other words, you will not reask the original I&O questions unless the information obtained the previous month could not be coded, you are not speaking to the RIP respondent and the RIP respondent said that you could not verify the

information originally provided with anyone in the household or a new household member must be added. This is discussed more in section 4.E.

Most of this chapter will focus on the first-time collection of I&O data; there is also a section that describes updating the I&O data from interview number 1.

4.B CLASS OF WORKER

The "class of worker" questions precede the industry and occupation items and provide information on who the specified person worked for. That is, did (s)he work for the government (federal, state, or local); a private for profit company; a private, not for profit company; himself/ herself in his/her own incorporated or unincorporated business or farm; or a family business or farm without pay.

"Class of worker" categories and examples of each are shown in Figure B3.

Figure B3. Class of Worker Types

- **Federal Government** (for example, employees of the U.S. government, such as, IRS, Census Bureau, FBI; postal employees, employees of foreign governments)
- **State Government** (for example, state police, state university professors)
- **Local Government** (for example, city-owned power companies, most public school teachers)
- **Private for profit company** (for example, works for wages, salary or tips in a company that intends to make a profit)
- **Private, not for profit company** (for example, works for wages or salary for a church, union, association, or foundation)
- **Self-employed** (for example, his/her own incorporated or unincorporated business or farm)
- **Family business or farm**, without pay

The instrument determines each person's class of worker based on your entries in the class of worker questions (IO1INT, IO1GVT, and IO1INC). Refer to Part C, Chapter 4 for a review of these questions. Determining class of worker before collecting other I&O information allows the instrument to tailor the I&O questions for each person. This information also helps coders determine the correct industry and occupation codes to assign.

4.C INDUSTRY

The goal of the questions on industry/business is to get the name of the specified person's employer and to determine what kind of industry or business it is.

4.C.1 Employer Name

Census employees in Jeffersonville, Indiana assign industry codes based on employer name and the business or industry description you provide. Though some respondents are reluctant to provide the name of their employer, this information is very helpful in assigning the correct industry code. Without badgering the respondent, make every effort to collect this information. In some cases, it may only be necessary to reassure respondents of the confidentiality of the survey data.

4.C.2 Kind of Business or Industry

To ensure that coders can assign an accurate industry code, you need to collect a clear and specific description of the kind of business or industry for which the specified person worked.

The following descriptions are too general:

- "he works in a mine"

- "he works for a repair service"
- "she works with computers"

In contrast, the following examples are more specific:

- he works in a copper mine
- he works for a shoe repair service
- she works for a company that writes computer software packages

4.C.3 Determining if Industry is Manufacturing, Wholesale or Retail

The distinction between the different types of industries is important. Special care must be taken to distinguish between the following industries because they are hard to code when this information is not provided:

- manufacturing
- wholesale
- retail

A **manufacturing company** makes and sells its products in large lots to other manufacturers, wholesalers, or retailers.

A **wholesale establishment** buys, rather than makes, products in large quantities for resale to retailers, industrial users, or to other wholesalers.

A **retailer** sells primarily to individual consumers or users but seldom makes products.

Industries that do not manufacture or sell wholesale or retail fall into the "something else" category. Examples include companies such as a car repair shop, an accounting firm, a medical center, a trucking company, or a bank.

Some firms are engaged in more than one business or activity. When this is the case,

you will need to do additional probing to determine the most appropriate category. If the firm does the activities at different locations, (an example is a firm that makes copy machines at one location and chemicals used by the machines at another) collect the data for the location where the respondent works. If the firm does several activities at the same location, such as a gasoline station that also sells groceries, probe to determine which product is most important (an example is gasoline sales).

4.D OCCUPATION

I&O coders assign occupation codes on the basis of the kind of work the specified person usually does and on a description of his/her most important activities or duties. The coding of the data that you collect on occupation is done in the same place that industry data are coded (Jeffersonville, Indiana). Just as was the case for the industry data, complete and accurate information is important here. Instructions on how to collect occupation/job data appear below.

4.D.1 Kind of Work (Occupation)

This is what a person does, that is, his/her occupation (for example, civil engineer, auto mechanic, corporate lawyer). This is not necessarily his/her job title.

For some occupations, the common descriptions given by respondents are simply not sufficient for the Jeffersonville coders to assign the correct occupation code. (See Appendix 2, "Examples of Occupations for which Special Care is Necessary"). Inadequate descriptions occur so frequently for some occupations that it is possible to list them and to suggest useful follow-up probes (See Table C8, "Difficult to Code Occupations", on page C4-40).

If you have doubts about the adequacy of a particular job or occupational description use the following **rule of thumb**:

One word responses to the question on occupation (for example, clerk, engineer, manager, nurse, teacher) are usually far too general to be coded accurately.

Whenever very brief responses are given to this question, probe to obtain a more specific response.

4.D.2 Usual Activities or Duties

Information about usual activities or duties is very important for assigning an accurate occupation code. This information permits more accurate coding of occupation, especially when a simple job title does not provide enough information to code.

4.E DEPENDENT COLLECTION OF INDUSTRY AND OCCUPATION DATA

As mentioned in the introduction of this chapter, you use dependent interviewing procedures to collect industry and occupation (I&O) data in households in their second through fourth and sixth through eighth interviews. To conduct dependent interviewing, a person must meet all three of the following conditions:

1. (S)he is employed in the current month **and** was employed in the previous month.
2. A complete description of I&O information was provided in the previous month that Jeffersonville was able to code properly.

3. The RIP respondent stated that you could verify the information with anyone in the household or you are speaking to the RIP respondent.

If these conditions are met, the dependent I&O questions will come up. If they are not met, you will ask the usual set of I&O questions.

Dependent interviewing. Information supplied during an earlier interview (for example, interview number 1) is used in the current interview (for example, interview number 2), if possible. In the case of I&O, you will have access to the previous month's information and will verify that the information is still correct.

You provide respondents with I&O information from the prior month's interview and then ask:

- if (s)he still works for the same company,
- if his/her usual activities and duties have changed,
- if the information on occupation and usual activities reported in the previous month is accurate.

In addition to reducing respondent and interviewer burden, dependent interviewing procedures also reduce the number of false changes in industry and occupation codes from month to month. However, to accomplish the latter, **it is important that you obtain complete and accurate information from respondents during that crucial first (or fifth) interview.**

4.F INDUSTRY AND OCCUPATION FEEDBACK

If the information you collected in prior month's interviews could not be coded in Jeffersonville, you will be provided with Feedback). This feedback will help you to probe for the answers you will need in order to ensure that the I&O information can be coded. You will receive feedback for a maximum of two persons per household.

You should review all cases that have this referral flag before contacting that household.

The I&O feedback statement will appear as shown in Figure B4 if there is feedback for a person.

4.G COLLECTION OF INDUSTRY AND OCCUPATION FOR SECOND JOB

You will also collect industry and occupation data for a person's second job) during interview numbers 4 and 8. In these months, you ask additional questions to collect I&O information for the second job of all persons who report having more than one job. This information is coded in Jeffersonville the same way as the information on the person's main job. ensure that the I&O information can be coded. You will receive feedback for a maximum of two persons per household.

Figure B4. Example of I & O Feedback Item Screen

The screenshot displays the 'Current Population Survey - Ver 2.17 Tobacco ver 1.38' software interface. The top menu bar includes 'Forms', 'Answer', 'Navigate', 'Options', and 'Help'. Below this is a navigation bar with buttons for 'CPS', 'ADDR', 'FAQ', 'Chg Resp', 'RQS', 'OPTOUT', 'F9', and 'Exit/F10'. The main content area has a yellow background and contains the following text:

What kind of work do you do, that is, what is your occupation?
For example: plumber, typist, farmer
• The Respondent's Occupation Info Is Insufficient.
Please Provide More Detailed Information For The Coders.
WHAT KIND OF MACHINE

Below the yellow area is a section titled 'Enter a text of at most 65 characters'. This section contains a table with three columns: 'Still work', 'Usual Activities', and 'Usual Duties Cont'd'. The table has several rows with input fields for various details.

Still work	Usual Activities	Usual Duties Cont'd
Employed	Self-employed	Paid Employees (A)
Level of Government	Paid employees	Paid Employees (A)
Name of govt agency	Working for Pay	Working for Pay (A)
Incorporated	Business Name	Business Name (A)
Name of company	Kind of Industry	Kind of Industry (A)
	Business Category	Kind of Work (A)
	Kind of work	Usual Duties (A)
	Usual Duties	

At the bottom of the screen is a 'DEP Watch Window' with a close button. The status bar at the very bottom shows the following information: '00000151', 'IO1OCC', '8:08:45 AM', '9-21-2006', '6', 'Patrick White', and '90/773'.

*Read Part C, Chapter 4 for additional
information on collecting industry
and occupation data.*